

# Community Use of Public Facilities

## MISSION STATEMENT

The mission of the Office of Community Use of Public Facilities (CUPF) is to maximize the community's use of schools and other public facilities and to identify and facilitate activities and programs that respond to the community's needs without disrupting the instructional program of the Montgomery County Public Schools.

## BUDGET OVERVIEW

The total recommended FY05 Operating Budget for the Office of Community Use of Public Facilities is \$6,324,210, an increase of \$95,600 or 1.5 percent from the FY04 Approved Budget of \$6,228,610. Personnel Costs comprise 29.2 percent of the budget for 25 full-time positions and two part-time positions for 26.0 workyears. Operating Expenses account for the remaining 70.8 percent of the FY05 budget.

## PROGRAM CONTACTS

Contact Sharon Gran of the Office of Community Use of Public Facilities at 240.777.2713 or Charles Goldsmith of the Office of Management and Budget at 240.777.2779 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

### Community Access to Public Space

This program provides community organizations and public agencies with access to public schools and government facilities for community services, programs, and events. Services performed by staff in support of this function include: user education training; centralized scheduling of schools, libraries, and County government meeting rooms; managing on-line customer facility requests; administering connectivity to the facility database for school and County staff; information and referral; and problem and conflict resolution. Working with MCPS staff, PTAs, and community-based committees in the implementation and review of facility use policies and procedures is an integral component of this program.

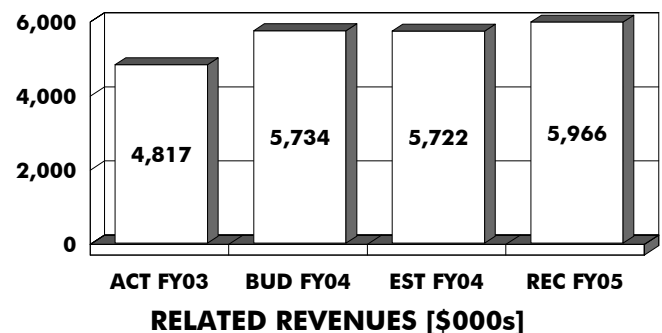
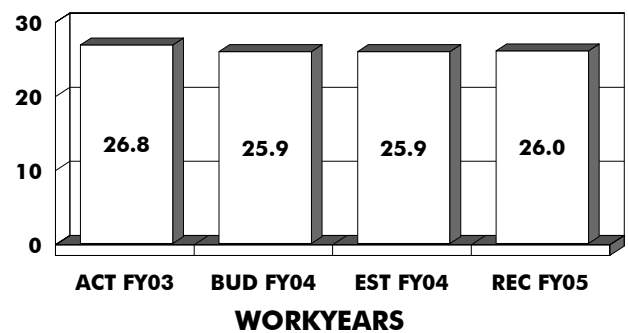
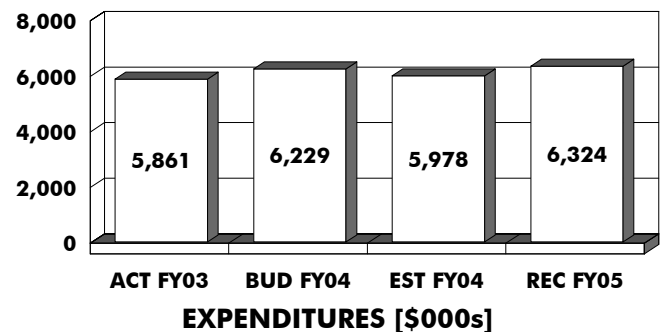
### FY05 Recommended Changes

	Expenditures	WYs
<b>FY04 Approved</b>	<b>5,451,990</b>	<b>23.0</b>
Increase Cost: Reimbursement to MCPS for staff services	91,370	0.0
Add: Reimbursement to MCPS for part-time energy management community use specialist	34,440	0.0
Add: Reimbursement to MCPS for part-time security patrol	29,160	0.0
Increase Cost: Reimbursement to MCPS for elections	2,310	0.0
Decrease Cost: Advertising costs for shared		

## Program Summary

	Expenditures	WYs
Community Access to Public Space	5,784,170	23.0
Administration	540,040	3.0
<b>Totals</b>	<b>6,324,210</b>	<b>26.0</b>

## Trends



space child care providers	-4,500	0.0
Decrease Cost: Professional services for technical consulting	-5,000	0.0
Decrease Cost: Building attendant services	-10,000	0.0
Decrease Cost: Temporary clerical services	-10,400	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	204,800	0.0
<b>FY05 CE Recommended</b>	<b>5,784,170</b>	<b>23.0</b>

## Administration

This program provides general management and staff support to the Interagency Coordinating Board, which is CUF's policy-making authority, and its Citizens' Advisory Committee. Administration for community use operations is provided by this program, including financial processes and budgeting for the Community Use Enterprise Fund.

### FY05 Recommended Changes

	Expenditures	WYs
<b>FY04 Approved</b>	<b>776,620</b>	<b>2.9</b>
Decrease Cost: Elimination of one-time items approved in FY04	-10,500	0.0
Eliminate: After-School Activity Program	-219,250	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	-6,830	0.1
<b>FY05 CE Recommended</b>	<b>540,040</b>	<b>3.0</b>

## BUDGET SUMMARY

	Actual FY03	Budget FY04	Estimated FY04	Recommended FY05	% Chg Bud/Rec
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	1,205,377	1,326,040	1,296,615	1,405,280	6.0%
Employee Benefits	340,362	406,470	432,205	442,950	9.0%
<b>Community Use of Public Facilities Personnel Costs</b>	<b>1,545,739</b>	<b>1,732,510</b>	<b>1,728,820</b>	<b>1,848,230</b>	<b>6.7%</b>
Operating Expenses	4,314,809	4,496,100	4,249,380	4,475,980	-0.4%
Capital Outlay	0	0	0	0	—
<b>Community Use of Public Facilities Expenditures</b>	<b>5,860,548</b>	<b>6,228,610</b>	<b>5,978,200</b>	<b>6,324,210</b>	<b>1.5%</b>
<b>PERSONNEL</b>					
Full-Time	25	25	25	25	—
Part-Time	2	2	2	2	—
Workyears	26.8	25.9	25.9	26.0	0.4%
<b>REVENUES</b>					
Community Use of Schools - State Grant	51,155	0	0	0	—
General User Fees	4,687,728	5,643,780	5,643,780	5,866,440	3.9%
Ballfields	36,665	58,250	62,390	67,500	15.9%
Investment Income	41,306	32,200	16,200	32,200	—
<b>Community Use of Public Facilities Revenues</b>	<b>4,816,854</b>	<b>5,734,230</b>	<b>5,722,370</b>	<b>5,966,140</b>	<b>4.0%</b>

## FUTURE FISCAL IMPACTS

Title	CE REC. FY05	FY06	FY07	(S000's) FY08	FY09	FY10
This table is intended to present significant future fiscal impacts of the department's programs.						
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>						
<b>Expenditures</b>						
<b>FY05 Recommended</b>	<b>6,324</b>	<b>6,324</b>	<b>6,324</b>	<b>6,324</b>	<b>6,324</b>	<b>6,324</b>
No inflation or compensation change is included in outyear projections.						
<b>CUPF Transfer to MCPS for Elections</b>	<b>0</b>	<b>-95</b>	<b>102</b>	<b>6</b>	<b>9</b>	<b>-95</b>
Montgomery County Public Schools are compensated through CUPF for costs associated with general and primary elections held in school facilities. CUPF receives offsetting revenues from the General Fund for this purpose.						
<b>Labor Contracts</b>	<b>0</b>	<b>83</b>	<b>173</b>	<b>189</b>	<b>189</b>	<b>189</b>
These figures represent the annualization of FY05 increments, general wage adjustments, and associated benefits. Estimated compensation (e.g., general wage adjustment and service increments) for personnel are included for FY06 and beyond.						
<b>Server Upgrade</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CUPF will request funding in FY06 to upgrade its server.						
<b>Subtotal Expenditures</b>	<b>6,324</b>	<b>6,413</b>	<b>6,599</b>	<b>6,520</b>	<b>6,522</b>	<b>6,419</b>

FY05-10 PUBLIC SERVICES PROGRAM: FISCAL PLAN				COMMUNITY USE OF PUBLIC FACILITIES			
FISCAL PROJECTIONS	FY04 ESTIMATE	FY05 REC	FY06 PROJECTION	FY07 PROJECTION	FY08 PROJECTION	FY09 PROJECTION	FY10 PROJECTION
<b>ASSUMPTIONS</b>							
Indirect Cost Rate	13.15%	14.32%	14.32%	14.32%	14.32%	14.32%	14.32%
CPI (Fiscal Year)	2.7%	2.4%	2.3%	2.4%	2.5%	2.4%	2.3%
Investment Income Yield	n/a	3.6%	4.1%	4.6%	4.8%	5.2%	5.2%
Potential Rate Increase Pending ICB Approval	n/a	n/a	3.0%	0.0%	3.0%	0.0%	0.0%
Growth in Activity	n/a	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
<b>BEGINNING FUND BALANCE</b>	<b>2,521,640</b>	<b>2,143,520</b>	<b>1,648,630</b>	<b>1,194,670</b>	<b>843,640</b>	<b>758,420</b>	<b>792,030</b>
<b>REVENUES</b>							
Charges For Services	5,706,170	5,933,940	6,228,810	6,347,800	6,642,890	6,761,960	6,881,000
Miscellaneous	16,200	32,200	58,300	46,900	38,400	40,300	45,200
<b>Subtotal Revenues</b>	<b>5,722,370</b>	<b>5,966,140</b>	<b>6,287,110</b>	<b>6,394,700</b>	<b>6,681,290</b>	<b>6,802,260</b>	<b>6,926,200</b>
<b>INTERFUND TRANSFERS (Net Non-CIP)</b>	<b>(122,290)</b>	<b>(136,820)</b>	<b>(243,450)</b>	<b>(59,200)</b>	<b>(157,620)</b>	<b>(155,400)</b>	<b>(258,630)</b>
<b>TOTAL RESOURCES</b>	<b>8,121,720</b>	<b>7,972,840</b>	<b>7,692,290</b>	<b>7,530,170</b>	<b>7,367,310</b>	<b>7,405,280</b>	<b>7,459,600</b>
<b>PSP OPER. BUDGET APPROP/ EXP'S.</b>							
Operating Budget	(5,978,200)	(6,324,210)	(6,324,210)	(6,324,210)	(6,324,210)	(6,324,210)	(6,324,210)
Labor Agreement	n/a	0	(83,100)	(172,870)	(189,140)	(189,140)	(189,140)
Increase in MCPS Reimbursable Costs Based on CPI	n/a	n/a	(85,040)	(87,080)	(89,260)	(91,400)	(93,500)
Technology Investment	n/a	n/a	(100,000)	0	0	0	0
Elections	n/a	n/a	94,730	(102,370)	(6,280)	(8,500)	94,730
<b>Subtotal PSP Oper Budget Approp / Exp's</b>	<b>(5,978,200)</b>	<b>(6,324,210)</b>	<b>(6,497,620)</b>	<b>(6,686,530)</b>	<b>(6,608,890)</b>	<b>(6,613,250)</b>	<b>(6,512,120)</b>
<b>TOTAL USE OF RESOURCES</b>	<b>(5,978,200)</b>	<b>(6,324,210)</b>	<b>(6,497,620)</b>	<b>(6,686,530)</b>	<b>(6,608,890)</b>	<b>(6,613,250)</b>	<b>(6,512,120)</b>
<b>YEAR END FUND BALANCE</b>	<b>2,143,520</b>	<b>1,648,630</b>	<b>1,194,670</b>	<b>843,640</b>	<b>758,420</b>	<b>792,030</b>	<b>947,480</b>
<b>END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES</b>	<b>26.4%</b>	<b>20.7%</b>	<b>15.5%</b>	<b>11.2%</b>	<b>10.3%</b>	<b>10.7%</b>	<b>12.7%</b>

**Assumptions:**

1. Fee revenue increases based on the assumed rate of activity growth shown in table.
2. The table reflects, for purposes of analysis only, a general rate increase of 3% in FY06 and FY08. The ICB must review and approve any actual increases.
3. Change in interfund transfers reflects the election cycle and receipts from the General Fund to offset cost of free use.
4. Labor contract with the Municipal and County Government Employees Organization expires at the end of FY07.

**Notes:**

1. Fund balance is calculated on a cash basis.
2. Fees and activity levels are adjusted to fund the approved service program and maintain an ending fund balance target of approximately 10% of resources.
3. The FY05-10 projections are based on the County Executive's Recommended Budget and include the revenue and resource assumptions of that budget. FY06-10 expenditures are based on the "major known commitments" of elected officials and include negotiated labor agreements, the fiscal impact of approved legislation, and other programmatic commitments. They do not include inflation or unapproved service improvements. The projected future expenditures, revenues, and fund balances may vary based on changes to fees, usage, inflation, future labor agreements, and other factors not assumed here.

## COMMUNITY USE OF PUBLIC FACILITIES

**PROGRAM:**

Community Access to Public Space

**PROGRAM ELEMENT:**

 Centralized Scheduling of Indoor School Space<sup>a</sup>
**PROGRAM MISSION:**

To provide residents and community groups with easy access to school facilities at affordable rates; to ensure equitable allocation and use of school facilities; and to consolidate uses in facilities to reduce security monitoring and promote energy efficiencies

**COMMUNITY OUTCOMES SUPPORTED:**

- Affordable public space for the community to pursue leisure, religious, cultural, and academic activities
- Maximum access to school facilities for public use
- Diverse and fulfilling leisure activities
- Efficient use of public resources

**PROGRAM MEASURES**

	FY01 ACTUAL	FY02 ACTUAL	FY03 ACTUAL	FY04 BUDGET	FY05 CE REC
<b>Outcomes/Results:</b>					
Hours of centrally scheduled indoor community use (free and paid)	125,321	544,899	546,115	566,010	573,950
Total hours of scheduled indoor community use (free and paid)	545,777	582,500	609,011	606,030	613,140
Percentage of hours of indoor community use that were centrally scheduled	23	94	90	93	94
<b>Service Quality:</b>					
Percentage of customers satisfied with service <sup>b</sup>	83	91	76	95	95
Percentage of reported scheduling issues satisfactorily resolved	NA	NA	66	70	75
<b>Efficiency:</b>					
Number of centrally scheduled bookings per scheduler workyear <sup>c</sup>	14,295	22,049	20,602	20,342	21,150
Percentage of total program costs recovered through fees <sup>d</sup>	68	92	85	97	95
<b>Workload/Outputs:</b>					
Number of customers/groups served	1,545	5,102	5,194	5,145	5,200
Number of user education training sessions held	NA	47	73	62	62
Number of customers attending training	NA	555	1,311	930	950
Number of reported scheduling issues to Emergency Message Center	NA	NA	307	300	300
Number of centrally scheduled bookings	42,886	194,035	191,594	203,424	207,230
Fees received for centrally scheduled facilities (\$000) <sup>d</sup>	2,084	4,168	4,252	5,382	5,597
<b>Inputs:</b>					
Workyears devoted to indoor scheduling <sup>e</sup>	3.0	8.8	9.3	10.0	9.9
Expenditures - personnel (\$000) <sup>e</sup>	189	522	600	700	705
Expenditures - other program/staff costs (\$000) <sup>e</sup>	773	1,029	970	1,180	1,288
Expenditures - reimbursements to Montgomery County Public Schools (\$000)	2,114	3,002	3,417	3,674	3,909
Total program expenditures (\$000)	3,076	4,553	4,987	5,554	5,902

**Notes:**

<sup>a</sup>All elementary and middle schools and three high schools are centrally scheduled at all times, and the remaining high schools are centrally scheduled on weekends only.

<sup>b</sup>This data is collected through a voluntary survey for which there was a very small sample in FY03.

<sup>c</sup>There is no direct correlation between number of bookings, degree of complexity (special accommodations), and extent of use (scheduled hours).

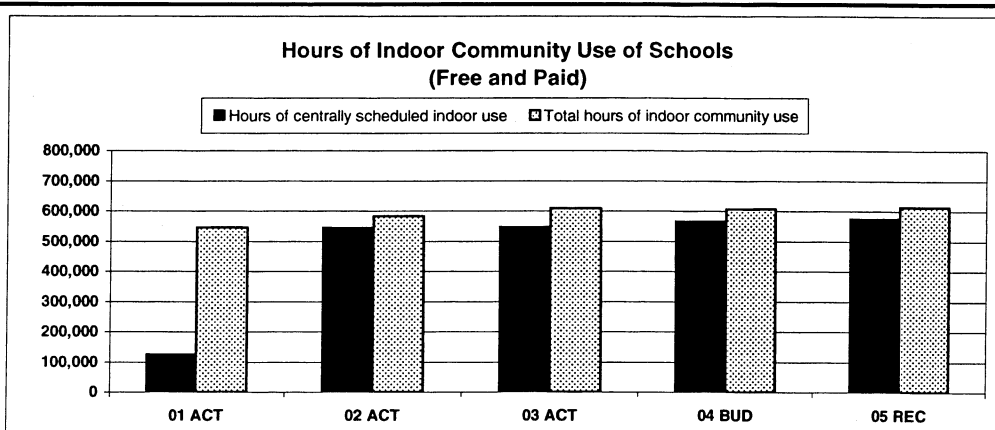
<sup>d</sup>A fee increase was implemented in FY04 to ensure cost recovery for this program. The percentage of cost recovery is based only on the total program expenditures for centralized scheduling of schools shown under "Inputs" and excludes other functions handled by the office such as scheduling for libraries, Regional Services Centers, County government meeting rooms, and school fields; administrative support to the Interagency Coordinating Board; and after-school services prior to FY05.

<sup>e</sup>Workyears and personnel expenditures involve direct scheduling staff only; personnel expenditures also include indirect costs (charged at a rate of 14.32% in FY05) paid to the General Fund. "Other program/staff costs" include expenditures for conflict and problem resolution handled by the Program Manager and the Director, as well as the cost of financial, computer, and other administrative support to this program.

**EXPLANATION:**

Community use of the County's public schools continues to increase, especially weekdays before 6 p.m. Beginning in FY02, all indoor use has been centrally scheduled, with the exception of weekday use at high schools. Three high schools are now included in the centralized scheduling program, and several more may be added during FY04-05.

In FY04, room rental rates increased for the first time in more than 10 years. The hours of use are not expected to be impacted by this fee increase.



**PROGRAM PARTNERS IN SUPPORT OF OUTCOMES:** Montgomery County Public Schools.

**MAJOR RELATED PLANS AND GUIDELINES:** Chapter 44, Montgomery County Code; Interagency Coordinating Board resolutions and policies; Guidelines for Community Use of Public Facilities.